MyTimetable
Student User Guide
# Table of Contents

## Part 1: Getting Started

- **Introduction to MyTimetable**
- **Access & Log in to MyTimetable**
- **Allocation Status**
- **Viewing Student Alerts**
- **Traffic Light System**
- **Subject Codes – Part 1**
- **Subject Codes – Part 2**
- **View your Personal Timetable**
- **Export your MyTimetable calendar to display in your external calendar**
- **Import your external calendar to display in MyTimetable**

## Part 2: Creating a Timetable Plan

- **Create a new Timetable Plan**
- **Edit a Timetable Plan — Part 1**
- **Edit a Timetable Plan — Part 2**
- **Exclude activity type & include unenrolled subjects in Timetable Plan**
- **Delete a Saved Timetable Plan**
- **Allocate your Preferred Timetable from Planner View**
- **Choose a different Activity in a particular Activity Group**
- **Search for other Subjects**
- **Compare your personal timetable to another Subject’s timetable**

## Part 3: Class Allocation, Clash Management, Swaps & Waitlists

- **Allocate to an Activity – Part 1**
- **Allocate to an Activity – Part 2**
- **Introduction to Clash Management**
- **Allocate to a Clashable Activity**
- **Allocate to an Online Activity**
- **De-allocate yourself from an Activity (list view)**
- **De-allocate yourself from an Activity (grid view)**
- **Swaps and Waitlists Overview**
- **Swap Requests**
- **Swaps Pending**
- **Waitlist Requests**

## Part 4: LiveCal

- **Connect and Work with Other Students (LiveCal) – Part 1**
- **Connect and Work with Other Students (LiveCal) – Part 2**
- **Compare your timetable with other students**
- **Create a Workgroup with other students — Part 1**
- **Create a Workgroup with other students — Part 2**
Part 1: Getting Started

- Introduction to MyTimetable
- Access & Log in to MyTimetable
- Allocation Status
- Viewing Student Alerts
- Traffic Light System
- Subject Codes - Part 1
- Subject Codes - Part 2
- View your Personal Timetable
- Export your MyTimetable calendar to display in your external calendar
- Import your external calendar to display in MyTimetable
MyTimetable has been designed for you to manage your own timetables easily!

You have flexibility to structure your timetable to suit what is happening in your life.

Your personal timetable can be printed, downloaded to your device or added to your personal calendar.

Allocate to an activity group, view clashes, see what sessions are recorded and view all your scheduled activities.

Easily see what your study commitments are for the whole study period.

View all your activities – time, location, dates and duration. You will see where all your activities are held... great for when you are on campus.

MyTimetable has a traffic light system that updates as you make selections and you can see where allocations need to be made.

Manage your personal preferences, adjustments, swaps and waitlists for all your activities.

You can even share or compare your timetable with friends and create student workgroups.
MyTimetable is accessible via a standard web browser, laptop, PC, smartphone, and tablet.

For the very best MyTimetable experience please use your laptop or PC.

All current versions of Chrome, Safari, Firefox, and Microsoft Edge are supported and can be used to access MyTimetable.

MyTimetable is accessed via a single sign-on service that allows you to access the application seamlessly through a web link when you are logged in to the ANU network. Open a web browser and navigate to the supplied URL.

Note: this guide has been created using desktop view visuals. If you find the mobile view difficult to navigate, switching from MyTimetable on your phone to MyTimetable on your laptop or computer may be easier.

Top Tip! - Enrolment and MyTimetable access
Access to MyTimetable is linked to your enrolment information which is synced every day at 7am.
For example, if you enrol after 7am on one day you won’t have access to MyTimetable until after 7am the next day.
1. **Semesters / Sessions** use the dropdown arrow to reveal or hide semester or session information to view your desired enrolment.

2. **Enrolments** - your current enrolments are displayed, enrolments can be arranged by Semester Group, in which the subject codes will be grouped within each semester. Otherwise, the subject code will be the top level shown.

3. **Activity Groups / Statuses** - Listed beneath each subject code is a list of activity groups (e.g., lectures, tutorials, seminars, etc.) that you are required to attend for that unit. To successfully complete your timetable, you must be allocated to one activity for each activity group listed, see **Top Tip** on this page regarding "Online or in Person" options.

   **Statuses** - At any time, an activity will have one of the following statuses:
   - SELECT / ADJUST - Make or change your allocation
   - READ ONLY - View your current selections
   - OFF - Not available

4. **Subject Information** click on the information icon to go directly to the University’s Programs and Courses page for your subject.

**Top Tip - Online or in Person**

When you see "online or in person" in an activity group description, it means that students have a choice of activities set up for allocation that are either online or in person.

Make sure you click into the activity to allocate into either online or in person for your class to get the delivery mode of your choice.
1. Log in to MyTimetable, click the Alert icon on the Menu Bar
2. Pinned alerts always appear at the top of the students alerts.
3. Unpinned alerts appear in the reverse order of receipt (i.e. newest to oldest) with bell icon
4. Options for the student to delete the message are shown
1. **Traffic Lights** - You can check if you have chosen all your activities by using the traffic lights on the dashboard. A summary of your activities is shown above the enrolment area.

   - The green counter shows how many activities are allocated.
   - The amber counter shows how many activities require further processing by the system.
   - The red counter shows how many activities require your action.

2. In the enrolment area, each individual activity also displays a traffic light status.
In MyTimetable, Subject activity groups are categorised showing the first three letters of the type of activity in the group e.g. Tutorial = Tut, Workshop = Wor, Seminar = Sem

1. A letter displayed in alphabetical order after the Activity Group name means that there are more than one Activity Groups required for allocation. In this example for subject LAWS6201 PreLecA and PreLecB, indicates 2 timetabled Lectures that students need to allocate to.

2. The Activity Details show all details of a particular activity in an Activity group — in this example, activity 02 in Activity group TutA
3. **A Multipart activity** is indicated with a P suffix. For example, SemA Activity 01-P1 and 01-P2 tells you the activity has two parts that are mandatory allocations.

4. The **Activity number** shows the different options you can select from for that activity which best suit your timetable. In this example, the student is allocated in the Monday Tut but could choose to swap to one of the other activity options if that suits their schedule better.
1. Log in to the MyTimetable Student Module and click **Timetable** on the Menu Bar
2. To show your timetable for all weeks use the dropdown box to select **All Weeks**. Your timetable for all weeks will display.
3. To change the timetable view from grid to list format click the **Show as Grid** or **Show as list** button
4. To show your timetable for a particular week use the **left and right arrows** positioned on either side of the screen or the slider in the centre labelled **Timetable Weeks** to navigate between weeks.
5. Use these icons to:
   - **Print** your timetable — click the **Print button**, select your desired print orientation and print your timetable
   - **Download** your timetable — click the **Download button**, select download format (i.e., Excel, Text, or iCal). A file will be downloaded to your computer.
   - **Filter** your timetable view by semester — click the **Filter button** and tick and untick the relevant categories
To sync your MyTimetable calendar with your personal external calendar, use this function:

1. Log into MyTimetable Student and Copy the iCal URL to subscribe to your university timetable.
2. Log into your preferred personal calendar. We are using Outlook in this example.
3. Click Add Calendar.
4. Select subscribe from web.
5. Enter the copy of the iCal URL for your timetable from MyTimetable.
6. Choose a name for your MyTimetable calendar.
7. Customise with a colour.
8. Choose an icon if desired.
9. Show where you want the MyTimetable calendar to display.
10. Click Import to sync your calendars or Discard if you change your mind.

Top Tip! - Syncing with other calendars
We have used Outlook calendar in this guide as an example.
You can use the MyTimetable iCal URL to subscribe from your iPhone, Google Calendar, MS Outlook, etc.
The help pages on those products will guide you on how.
To bring your external calendar details into MyTimetable to sync in the system with your University timetable, use the following steps:

1. In MyTimetable, click **LiveCal** on the Menu Bar
2. In the dropdown menu, click **Subscription**, then **Add Subscription**
3. Enter the **name** and the **URL** of the .ics link from your external calendar
4. Click the **Save** button and **Close** on the confirmation message.

**Top Tip! - Calendar Visibility and Privacy**

It is recommended that you import your MyTimetable calendar into your personal calendar.

If you choose to import your personal calendar to sync with the MyTimetable system calendar be aware that your private calendar information **may be visible** to teaching staff and administrators of the MyTimetable system.

If you are ok with your personal calendar information to be included in the MyTimetable system ensure that **visible** is ticked next to the relevant subscription.
Part 2: Creating a Timetable Plan

- Create a new Timetable Plan
- Edit a Timetable Plan – Part 1
- Edit a Timetable Plan – Part 2
- Exclude activity type & include unenrolled subjects in Timetable Plan
- Delete a Saved Timetable Plan
- Allocate your Preferred Timetable from Planner View
- Choose a different Activity in a particular Activity Group
- Search for other Subjects
- Compare your personal timetable to another Subject’s timetable
1. Log in to MyTimetable, click **Planner** on the Menu Bar.
2. Select the **Subjects and Activity Types** you want to include.
3. Click **Generate**, and **OK** on pop up message
4. To **save the plan**, click **Save**, enter a **plan name**, and click the **OK** button.

**Top Tip! – Read Pop Up Messages**

Always read the pop-up message that appears when you create a new Timetable Plan.

A pop-up message may inform you that a plan is not possible due to clashing subjects or other constraints.
1. This shows a saved plan displayed in grid view. If a previously saved plan is desired to be edited, click the saved plans dropdown box to select a saved plan to be edited.

2. Click an activity on the grid to see other options available for that Activity Group.

3. If there is only one option available for that Activity Group or if the activity is part of section, a lock will be displayed on the activity indicating that no other options are available to be displayed for that activity.

4. If you want to view your plan in list view, click the list icon.

5. You can now allocate from the list view if desired.
1. The selected activity is shown along with other options available for that Activity Group. In this example we selected LAWS2203 TutA activity 10 and can now also see TutA activity 11 as an option. Note that the grey box displays an activity for another Activity Group (LAWS2244 TutA) as an alternative.

2. If you select a different activity for the Activity Group, the displayed plan will reflect the new selection. The plan can then be saved (i.e., overwrite the existing plan) by clicking the Save icon as shown in the previous section above. Alternatively, the updated plan can be saved as a different plan by clicking the Save as icon and specifying a new plan name. A message that the plan has saved successfully is shown and the saved plan name is displayed for the plan.
To exclude an activity type from a new Timetable Plan:

1. All activity types of selected subjects are selected by default when a new plan is generated.
2. To exclude an activity type from a timetable plan, de-select it before clicking Generate.

To include unenrolled Subjects in a new timetable plan:

3. Under the Not Enrolled section, search for a Subject code or description. Tick the Subjects you want to include in your plan,
4. Click Generate.
1. Log in to MyTimetable, click Planner on the Menu Bar
2. Locate your desired **plan name** from the **Saved Plans** dropdown box.

Click the **rubbish bin icon**, then **OK** on the confirmation message to **delete**
1. Log in to MyTimetable, click Planner on the Menu Bar.
2. Select the plan name from the Saved Plans dropdown box.
3. Click List view.
4. Ready to allocate - if there are any Activity Groups that are in Allocation Adjustment mode, the timetable will display allocation buttons next to appropriate Activity Groups.
5. Allocate to an activity by clicking Select.
1. Log in to MyTimetable, click **Planner** on the Menu Bar.

2. Select the plan name from the **Saved Plans** dropdown box.

3. Click **List view**

4. To allocate to a different activity from the activity group, click on the **activity group name** under the group column.

5. This will take you to the **allocation adjustment** screen for the activity group where you can see all Activity options and select as desired.
You can use the Search function in MyTimetable to look up the timetables of subjects you are not enrolled in. This is useful if you are considering enrolling in a subject and want to see if the new subject will clash with your existing timetable.

1. Enter all or part of a subject code or subject description in the search box labelled **Search Code or Description**

2. Click the **Magnifying Glass** button next to the search box. A list of subjects will appear.

3. Click **View** next to the subject you are interested in. The subject’s activity timetable will be displayed. Initially, the timetable will be shown in All Weeks view.
You can compare your current personal timetable to another subject’s timetable to see if the new subject will clash with your existing timetable.

1. Choose Activity for the subject
2. While in Grid View, click the Show / Hide Timetable button
3. You can now view the subject’s timetable with your current allocations.

Note the “alternative” subject will be shown in a different colour.
Part 3: Class Allocation, Clash Management, Swaps & Waitlists

- Allocate to an Activity – Part 1
- Allocate to an Activity – Part 2
- Introduction to Clash Management
- Allocate to a Clashable Activity
- Allocate to an Online Activity
- De-allocate yourself from an Activity (list view)
- De-allocate yourself from an Activity (grid view)
- Swaps and Waitlists Overview
- Swap Requests
- Swaps Pending
- Waitlist Requests
1. In the Enrolments window click on any activity group that has the word SELECT or ADJUST next to it. A list of activities for that activity group will display
   - SELECT means you are not currently allocated to an activity for that activity group.
   - ADJUST means you are currently allocated, but you can change your allocation if you wish.
2. Click Select next to the activity you want to attend. The system will either allocate you to the activity or display a message describing why it cannot.
   If you receive an error message, click Select next to a different activity. You may receive an error message for an activity that appears to be available – the activity may have reached full capacity sometime after you loaded the page. If you receive such a message, you must select another activity.
2. Click Close to acknowledge the successful allocation message. Your allocation is real-time, and your timetable has been updated.
When processing your allocation options, MyTimetable does several checks:

- Are you **already allocated** to this activity? If so, the activity will be displayed with a green Allocated indicator.
- Are you **eligible** for this activity? Some activities are reserved for students with certain attributes (e.g., students in a particular course). If you are not eligible, the activity will not display.
- Is this activity **full**? If so, the activity will be displayed with a red Full button.
- Some activities have **Reserved Places** set so the activity will be displayed as full if the student does not meet the criteria specified in the Reserve Places segment.
- Does this activity **clash** with any of your current allocations? If so, the activity will be displayed with a red Clash button.
- Are there **other policies** that would be incompatible with your timetable if this activity were selected? If so, the activity will be displayed with a yellow Problem button.

**Top Tip!** – Clash & Problem Details

If you click the Clash button, you can see details for the clashing activity.

You may be able to rearrange your timetable to eliminate the clash or the problem.
### Clash Scenarios and Questions

**I have a clash on my timetable what should I do?**

- If an activity displays the red Clash icon, students are unable to allocate into that class unless the clash is with a clashable activity.
- By clicking the red clash icon or by viewing the subject in grid view you will be able to see whether the course clashes as it displays a clashable icon and is therefore available for allocation.

**I can't allocate a class because they all clash**

- If access to allocate into a preferred activity is denied due to a Clash, students will need to reconfigure their timetable as required.
- Use the **timetable planner** to view potential timetables that fit into your schedule and will not include a clash. Once an appropriate timetable is found you can allocate into the activity groups accordingly.

**I can't allocate to a class because all alternatives are full**

- If a compulsory activity conflicts with another subject's activity and is the only available activity that fits into your schedule for another enrolled course, you must request a swap or waitlist into an alternative activity for the clashing subject.
- If a waitlist has not been approved and the deadline for allocation is approaching, make sure to give yourself enough time to speak with or email the course contact about your options for that activity group.

**I am not allowed to allocate to a class because of a clash**

- If two compulsory activity groups clash and there are no other options for allocation, you must enrol in a different course entirely.
- Use the **timetable planner** feature to see if there is another course that you are not enrolled in that meets your degree requirements and provides activities that do not conflict with the compulsory activity group of the subject you are currently enrolled in.

### Resources and Support

- Refer to topic “allocate into clashable activity”
- If your clash means that you will miss important tutorials, labs or other classes, you should talk to your College / School student administration coordinator or course convener for assistance.

- Refer to topic “Create a new Timetable Plan”
- Refer to topic “Swaps and Waitlists Overview”
- Contact your College / School student administration coordinator or course convener for assistance.

- Refer to topic “Create a new Timetable Plan” and “Exclude activity type & include unenrolled subjects in Timetable Plan”
When you see the clashable icon in a list view or you see an activity with a dotted outline in a grid view, this indicates that the activity is clashable.

Usually this is because the activity (e.g. a lecture) is recorded and available online.

If you are allocated to this type of activity, you are not expected to attend the activity at the specified time or location.

1. If an activity is both a generated online activity and allowed to have a clash, the clashable icon will be displayed.
2. Click the Select button next to the activity you want to attend. Then click Close to acknowledge the successful allocation message.

Top Tip! – Streamed vs Online / Clashable

An Online / Clashable Activity is usually not the same as a Streamed activity where you are expected to watch the activity online at a specified time with your classmates.

The speaker icon is for a generated online activity

The clashable icon is for activities that are allowed to have a clash.
When you see the speaker icons in a list view or you see an activity with a dotted outline in a grid view, this indicates that the activity is an online option.

1. If an activity is both a generated online activity and allowed to have a clash, the speaker icon will be displayed.

2. Click the Select button next to the activity you want to attend. Then click Close to acknowledge the successful allocation message.
You are able to deallocate yourself from an allocated activity which can be helpful when rearranging your timetable. The de-allocation option is only available during Allocation Adjustment periods.

1. Log in to the MyTimetable Student Module and click on an Activity in the Activity group that has the word ADJUST next to it. A list of activities for that activity will display.

2. To deallocate from the activity, click the rubber bin icon next to your allocated activity.

3. Click Deallocate to confirm (or cancel if you’ve changed your mind).
You are able to deallocate yourself from an allocated activity which can be helpful when rearranging your timetable.

The de-allocation option is only available during Allocation Adjustment periods.

1. While in timetable Grid view click the activity you wish to deallocate from.
2. The Activity Details screen will be displayed. Click the Deallocate button.
3. Click Deallocate to confirm (or cancel if you’ve changed your mind).
You can request a **swap** from your *currently allocated* activity to an activity that is at full capacity via the Student Module. There is also a **waitlist** option that allows *unallocated students* who cannot allocate to the activities with space available (e.g. due to a schedule clash) to request an allocation to a full capacity activity.

### Swaps and Waitlists Overview

- Swap and waitlist requests can only be made during **Allocation Adjustment** periods.
- You can request a swap or waitlist to one or more full activities in an activity group.
- To request a swap, you must be already allocated to another activity in that activity group.
- If you are not allocated to an activity and there are no available activities in the Activity Group, enter waitlist requests for allocation to one or more Full activities in an activity group.
- Swaps and waitlists are **processed in the order the request was made**.
- When a swap or waitlist request is fulfilled, any other pending swap or waitlist requests by a student for that activity group will be cancelled.
- If students move to another activity or become deallocated from the activity, their swap or waitlist request will be cancelled/invalidated.
- If the 'to' or 'from' activity is impacted by a timetable change to the day_of_week or start_time, the student’s swap or waitlist request will be cancelled/invalidated. The swap request in this situation will be invalidated whether or not the student is deallocated from an activity.
- If students have requested a swap to an activity that subsequently clashes with another one of their activities, the **swap will fail** until the clash is cleared.
- If a swap or waitlist request fails due to a clash, it will remain pending, but it will be moved to the end of the queue.
- In some cases, space can become available in a class without automatically processing the swap request. If students have a pending swap or waitlist requests for an activity, but they notice that the class has space available, Students should select the activity themselves!
- Swap and waitlist requests are anonymous and there is no need for students to find a partner to swap classes. The system will handle this automatically.
- Students will not be asked to confirm their request again before it is processed. Therefore, if students change their mind about the swap, they will need to log into the MyTimetable system and cancel it as soon as possible.

---

**THE RULES!**

Unallocated students can put themselves on a waitlist for activities that are showing full.
1. Log in to MyTimetable
2. In the enrolments window click on an activity group that has the word ADJUST next to it.
3. You will see the activity you are allocated to and next to any Full activities, you will see a Request Swap “heart” button — click on the Request Swap heart icon for the activity you want.
4. A confirmation message is displayed for the swap request. Click OK if you agree to be moved, without further confirmation once a place becomes available.
5. After clicking OK, if you see the message Swap Successful, congratulations! The system has found a matching request and instantly allocated you to your requested activity.
6. If you receive this message, your swap is pending. See Swap Pending page for details.
If you receive the message your swap will be processed once a place becomes available, your swap is now **pending**. This can happen if:

- There is not currently a matching swap request
- Something is preventing your allocation to the activity, such as a clash with another activity
- Swap requests may be processed in batches rather than instantly
- Unless your swap was instantly successful, a Pending Swap button will appear next to the selected activity.

You can enter **additional swap requests** to other full activities in the same activity group by repeating steps 3 - 6 above to request a swap (see page on Swap Requests)

You will be allocated to the requested activity according to your institution’s processes for handling swap requests.

If you have **multiple pending swap requests** for an activity group, when one of the pending swaps is fulfilled, all remaining pending swap requests for that activity group will be **cancelled/invalidated**.

---

**To Cancel a Pending Swap**

- Click the Pending Swap button.
- Click Delete to confirm.
- The swap request will no longer be valid, and the Pending Swap button is replaced with the Request Swap button.

**If you change your mind and don’t want to cancel the swap:**

- Click on **Wait** to retain the swap request.
- The **Pending Swap button** will still be displayed next to the full activity
1. Log in to MyTimetable
2. In the Enrolments window click on the activity group you wish to waitlist in
3. Next to any Full activities, you will see a Request Waitlist “heart” button
4. Click on the Request Waitlist heart for one or more activities to waitlist yourself for a seat in an activity when available

Waitlist requests work the same as swap requests. Similar to swaps, a student can enter multiple waitlist requests for full activities within an activity group.

Note: If a previously unallocated student is later allocated, any pending waitlist requests will be automatically invalidated/cancelled.
Part 4: LiveCal

- Connect and Work with Other Students (LiveCal) – Part 1
- Connect and Work with Other Students (LiveCal) – Part 2
- Compare your timetable with other students
- Create a Workgroup with other students — Part 1
- Create a Workgroup with other students — Part 2
To request a connection to another student:

1. In MyTimetable, click **LiveCal** on the Menu Bar.
2. In the dropdown menu, click **Connections**.
3. Enter the student’s **Student ID** in the search box.
4. Click the **Magnifying Glass**

You will receive a message that your request is awaiting reply. Click **Close**.

---

**Top Tip! - Searching for other students**

When looking for a student to connect with, it is best to search using the **student ID** as the unique identifier.

While searching using a student’s preferred name is possible, the MyTimetable system may not always have that information, only the student’s first and second names from ISIS (Student Admin System).
To accept a connection request from another student:

1. In MyTimetable, click LiveCal on the Menu Bar
2. In the dropdown menu, click Connections.
3. Click Accept button next to the student you want to connect with or delete as relevant.

Top Tip! - Student Privacy

When using the LiveCal function to connect and collaborate with other students, keep in mind that you have complete control over accepting or declining requests at all times.

Either party may delete a connection or participation in a workgroup at any time.

For example, you may want to disconnect from connections at the end of the semester when you are no longer working together or when you no longer need to share your timetable.
To compare your timetable with other students

1. In MyTimetable, click LiveCal on the Menu Bar
2. In the dropdown menu, click Compare timetable, your personal timetable is shown.
3. Using the Connections dropdown, put a tick next to the students you want to compare with.

The other student’s timetables will be displayed alongside yours, in different colours.
To view your workgroup sessions in your timetable
1. Click Timetable on the Menu Bar.
2. By default, your workgroups should be visible. If you can’t see them, click on the Filter button, and make sure the Workgroups option is ticked.

3. To edit a workgroup
   - Click Edit next to the relevant workgroup.
   - Edit the details as needed, and/or use the Add members function to add more students.
   - Click Save.

4. To delete a workgroup
   - Click Delete next to the relevant workgroup.
   - Confirm the deletion message by clicking Delete.
   - Click Close when you receive a Workgroup deleted message.
Create a workgroup with other students

1. In MyTimetable, click LiveCal on the Menu Bar
2. In the dropdown menu, click Workgroups, then Add Workgroup
3. Fill in the workgroup details about the workgroup.
4. Click Add members, tick the boxes next to the student connections you want to include in the workgroup.
5. Click Save to save your workgroup session.

Top Tip! – Workgroups
Workgroups can be deleted by either the creator or by any of the members.
When creating the workgroup, do not use any of these characters to avoid error and workgroup not saved.
` ~ <> “ ‘ / -`